

Tonisha Durant

100 Beebe Avenue, Hempstead NY 11550

Phone - 516-205-1129 • E-mail: tonishadurant@hotmail.com

CORE COMPETENCIES

Leadership **Communication/Interpersonal Skills** **Multitasker** **Meticulous/Detail Oriented**

Exceptional organizational, planning and implementation skills. Team player that is well liked and respected by fellow employees and managers. As a part of the Bachelor degree in Management I studied special courses that cover detailed supervision, team problems resolution, and progressive disciplinary actions. Within this degree I have successfully completed studies in Corporate Finance and Accounting.

PROFESSION EXPERIENCE

Southern Wine & Spirits of New York
Inventory Control Manager

March 2014 to Present

- ❖ Responsible for directing, monitoring, completing, and supporting all inventory control accounting transactions
 - ❖ Reconcile inventory levels for all SWS & outside warehouses
 - ❖ Manage work assignments within department to ensure timely completion of all receipts, transfers, inventory adjustment and related tasks; reorganize workload as necessitated by change in priorities and workflow
 - ❖ Train Inventory Control Coordinators on inventory control accounting functions
 - ❖ Manage the monthly physical inventory and data entry of inventory counts; assist with and reconcile physical inventory discrepancies
 - ❖ Provide prompt response to inquiries, and timely resolution of issues, as requested by department staff and internal and external customers
 - ❖ Support all audit activities as requested and provide auditors with necessary information on a timely basis
 - ❖ Other duties and special projects as assigned

Southern Wine & Spirits of New York

Inventory Control Coordinator

December 2007 to March 2013

- ❖ Process receiving documents
 - ❖ Release pending orders & create warehouse transfer
 - ❖ Ensure the accuracy and timeliness of all company inventory transaction.
 - ❖ Assist in coordinating transportation as need for outgoing freight
 - ❖ Assist in conducting ongoing inventory and process analysis to resolve inventory discrepancies
 - ❖ Lead efforts in analyzing inventory related financial efforts and provide timely and accurate information and recommendations to appropriate departments
 - ❖ Coordinate cycle counts efforts to meet and exceed pre-established cycle count turns
 - ❖ Provide inventory control guidance and technical support for operation.
 - ❖ Train new staff members on protocol and procedures
 - ❖ Provide prompt response to inquiries, and timely resolution of issues, as requested by internal department staff and external warehouse staff
 - ❖ Analyze and reconcile outside warehouse inventory discrepancies
 - ❖ Create and analyze purchase order discrepancy report and distribute to appropriate parties to complete within a timely bases to assure marketing managers are kept updated

- ❖ Serve as a key member on all inventory-impacting projects; contribute to development, testing, successful implementation of new warehouses and programs.
- ❖ Utilize SAP to verify all costing issues and analyze discrepancies within the product batch to insure accuracy of inventory costing.
- ❖ Other duties and special projects as assigned

Kravit Fabric

Account Manager/Collector

August 2006 to December 2007

- ❖ Responsible for approving order and credit lines for new accounts
- ❖ Analyze delinquent accounts and prepare report on high risk accounts including recommendations for resolutions
- ❖ Interact with customers to obtain additional credit information to support credit line
- ❖ Reconcile transactions and balance to maintain accurate accounts
- ❖ Check for credit viability on request for extended terms and evaluate various adjustments or exception documents
- ❖ Maintain bad debt and bad debt recovery records
- ❖ Monitor receivables and collections and provide regular updates of receivables to management
- ❖ Negotiate payment programs with delinquent customers
- ❖ Approve and release orders to warehouse for shipping once credit issues are resolved

Mr. Bar B Q Inc.

Customer Service/Import Assistant

November 2005 to August 2006

- ❖ Process and key purchase order
- ❖ Track imported shipment from China
- assist sales representative with any upcoming issues regarding customers order
- ❖ Charge Back analysis

Worldwide Footwear Inc.

Customer Service/Traffic Manager

April 2000 to June 2005

- ❖ Daily communication with off-site warehouse to manage inventory
- ❖ Heavy order processing/EDI
- ❖ Process and key manual orders
- ❖ Provide sale and customer support regarding order status, shipping etc.
- ❖ Arrange trucks for pickup and drop off of merchandise for customers using UPS,FEDEX and LTL
- ❖ Arrange for container pickup from pier
- ❖ Investigate and resolve charge back issues
- ❖ Process bills of lading
- ❖ Account Payable/Account Receivables
- ❖ Assist customers with issues regarding orders

Education:

SUNY Empire State College, Saratoga Springs NY

Received BS in Management June 2012

Reference:

Will provide upon request.